

# CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING

VIRTUAL

**Monday September 21, 2020**

**5:30pm**

President – Mike Pratt (2020)  
Vice President – Larry Dahn (2022)  
Director – Rob Tait (2021)  
Treasurer – Steve Middleton  
Secretary – Traci Clark

## MINUTES

- I. CALL TO ORDER (President): President Mike Pratt called the HOA meeting to order at 5:31pm
- II. ROLL CALL and QUORUM STATUS (Secretary: Virtual Meeting, in attendance: Mike Pratt – President; Larry Dahn – Vice President; Steven Middleton – Treasurer; Traci Clark – Secretary; Rob Tait – Director; Cheryl Dillard – Managing Agent; Richard Bream – Homeowner; Fran Farmer - Homeowner; Debby Cohen – Homeowner; Sharon Talarico – Homeowner; Betsy Kapsak – Homeowner; Jerry Clark – Homeowner; Lisa Eby – Covenants Chairman and Homeowner; Rosanne Salasin – Homeowner; Josh Sessions - Homeowner
- III. APPROVAL OF MINUTES: August 17, 2020: Rob Tait moved to approve the minutes; Larry Dahn seconded the motion; the motion passed unanimously.
- IV. OWNER COMMENT PERIOD:  
Minutes are posted on the website, once they have been approved by the board at the following month's HOA meeting; the annual meeting will take place in November; this year's annual meeting will be virtual and votes will be taken by proxy; Mr. Sessions asked Cheryl Dillard to review the rule of voting by proxy, since it was his understanding that homeowners had the right to vote in person; Ms. Dillard will contact the lawyer to review the vote by proxy rule during virtual meetings, then she will communicate any changes to the community; Mike Pratt and Larry Dahn will be walking with Kenny's Landscaping this week to look at the area behind the newest 3-story homes; residents have asked for landscaping to be installed in those areas that were originally intended to be natural; it was determined that irrigation is installed in those specific areas; Mr. Pratt will report back to the board the cost of materials that Kenny's Landscaping suggests to plant in that area; Ms. Salasin stated that she had placed a maintenance request to remove a dead tree; Mike Pratt stated he would be meeting with True Timber to assess the health of the tree to determine if it needs to be removed and would relay the findings to Ms. Salasin. The board was asked to review #21 in The Rules and Regulations, which outlines approved locations for home sale signs; Larry Dahn announced after the August HOA meeting that he will finish out his original term through 2022; homeowners turned the discussion to section 6.4 in the bylaws, that states that the board can appoint a replacement for remainder of the assigned term for the person that resigned; it was requested that the board consider revising that section to read that the appointed person should only serve to annual meeting, then homeowners could vote for a replacement; Mike Pratt will look at bylaws and review the rules for that situation and will respond outlining the current procedure so that the current bylaw is understood correctly; Ms. Dillard has had difficulty finding a replacement for Peggy Pratt's position which calls for daily responsibilities; Ms. Dillard will send a mass communication to the homeowners that outlines the responsibilities so that homeowners are aware of the opportunity; Rosanne Salasin reminded the board that homeowners prefer emails, flyers, and social media as means of communication; Cheryl Dillard will contact the lawyer for election signage clarification, so that homeowners know what, if any election/political signage can be posted.

V. REPORTS

A. President (Pratt): Verizon sales representative stated that the cable splicing will be completed the first week in October; Starwood Properties no longer owns the mall, the bank has control; 24 spaces are vacant and 40 occupied; There are pop up stores coming in for the holiday; Mike Pratt asked the mall for them to focus on cleaning up the medians; Moneymaker Properties' construction has started and framing should begin shortly.

B. Treasurer (Middleton):

AS OF AUGUST 31, 2020

1. \$44,269 in the operating checking account
2. \$43,048 in the Paint Fund money market account
3. \$292,420 in the Reserve Account, including \$71,149 in money market accounts \$221,271 in CDs with one-year maturities and staggered expiration dates and yields ranging from .50 and % to 2.03%; \$44,961 in CD maturing in August was rolled over for one year at .50%
4. \$474 in past due assessments (2 homeowners)
5. Monthly Total Revenue was \$26,202 which was \$556 over budget
6. Monthly Total Expenses were \$19,105 which was \$6,011 under budget
7. Monthly Net Revenue was \$7,097 or \$6,567 better than budgeted
8. Monthly significant (+/- \$200) variations in expense line items were as follows:
  - Clubhouse Expense \$210 over budget (timing)
  - Landscape Repair/Replace \$1,151 under budget
  - Other Landscaping \$1,147 over budget
  - Pool Repair & Maintenance \$272 under budget
  - Water Irrigation \$3,000 under budget (timing)
9. Year to Date Total Revenue was \$202,056 which was \$132 over budget
10. Year to Date Total Expenses were \$184,192 which was \$24,053 under budget
11. Year to Date Net Revenue was \$17,854 or \$24,025 better than budgeted
12. Year to Date significant variations (+/- \$500) in expense line items were as follows:

- Taxes \$1,250 under budget
- Clubhouse Electricity \$948 under budget
- Social Committee \$600 under budget
- Landscape Repair/Replacement \$5,630 under budget
- Other Landscaping \$3,407 over budget
- Powerwashing \$1,875 under budget
- Irrigation Repairs \$1,990 over budget
- Gate Repairs \$4,323 under budget
- Termite Bond \$2,533 over budget
- Roof Repair \$2,486 under budget
- Pool Water \$2,596 under budget
- Street Light Repairs \$664 under budget
- Trash Collection \$853 under budget
- Storm Water Fees \$585 under budget
- Water Irrigation \$4,895 under budget

In general, we have sufficient cash reserves and the repair/replacement reserve is funded in accordance with reserve study recommendations

C. Developer/Builder (Middleton): Moneymaker Properties has started building and are charging forward; the new builder is updating the marketing information; Mr. Middleton has asked that he use Hickman Termite Control

- D. Social Committee (Mohr): No activity; Not present for the meeting
- E. Covenants Committee (Eby and Allen): Ms. Eby noted that the committee is meeting regularly; Larry Dahn is creating a master plant list for the beautification committee; one Saturday in October the Covenants committee will walk through the community noting landscaping items and yard décor to form consistency throughout.
- F. Operations/Landscaping Committee (Pratt) Virginia Green aerating and seeding will start this week; True Timber will be onsite to inspect trees and determine what pruning needs to be done and will assess the health of trees; Two Maple trees have been removed because they blocked light from the lamp post; stumps will be ground by True Timber and sawdust will be removed in house, saving the community \$360. Kenny's Landscaping will look at bushes next week to determine if any replacements are required; Mike Pratt will send out an email to the homeowners that asks all to refrain from trimming any Crepe Myrtles on their own; Crepe Myrtles will be professionally trimmed in late February.
- G. Beautification Committee (Talarico): Larry Dahn stated the most recent meeting was held on 9/9; Sneads Nursery is coming out this Thursday to plant material in the Boulevard; Larry is gathering a quote to install a barrier near the entrance, close to 9401; Covenants and Beautification Committees are working together on selection of landscaping for the new builder; Beautification asked to meet with MoneyMaker Properties to review the plants they select and recommend for new construction landscaping; The committee suggests that the builders stop planting Maple trees in any defined sidewalk areas so there are no future sidewalk issues; Steven Middleton noted that the City will most likely expect to see a tree where noted on the plans; most likely the city will not distinguish what type of tree needs to be in each particular area; the committee will set dates for weed removal and will work on broader communication for care and maintenance; the committee asks homeowners to use the maintenance forms on the website for any Beautification committee recommendations.
- H. Managing Agent: See items for reporting in New Business

## VI. UNFINISHED BUSINESS

- A. Action without a meeting – The Board Voted on two items outside of the last meeting; Rob Tait moved to ratify these two addendums – Kenny's Landscaping and Clubhouse Opening procedures; Larry Dahn seconded the motion; the motion passed unanimously.
  - a. Kenney's Landscaping Addendum - Passed unanimously
  - b. Opening Clubhouse – Passed unanimously; with strict guidelines – Mike Pratt will send out the information now that the vote to ratify was unanimous.
- B. Common Areas and Street Closures for events: There was discussion on how to handle requests for street closings for private functions; Anne Nelson Morck noted there should be different variables for private verses public events that would dictate different policies and procedures for each; Larry Dahn suggested that the board table the discussion until Virginia goes into phase 4 of the Governor's orders in relation to Covid, or when a homeowner requests a street closure.
- C. AED in Community –Mr. Bream provided a proposal to the board for purchase of 2 AEDs for the community; each unit would cost approximately \$1,300; one would be placed at the Community Center and other on the Northern end of the community; they would be enclosed in a locked cabinet; Roseanne Salasin will review liability and training for the AED; Josh Sessions will review suppliers for the units; further discussion will be held at the October HOA meeting.

VII. NEW BUSINESS

A. Annual Meeting

- a. Date, Nov 16 or 9: The Annual Meeting will be held on November 9<sup>th</sup>; the meeting will be virtual, although two board members are required to be in the same location.

B. Contracts: Steven Middleton make motion to approved the submitted contracts for the 2021 budget: The Pool Guy, Layman Irrigation, Kenny's Landscaping, Virginia Green, Community Assistance position previously held by Peggy Pratt, County Waste, and Mosquito Spray; Rob Tait seconded the motion; the motion passed unanimously. Larry Dahn made a motion to stay with DMA for the reserve study; Mike Pratt seconded; the motion passed unanimously.

- a. The Pool Guy – same price as 2020
- b. Layman Irrigation –Price per unit the same
- c. Kenney's landscaping – added extra work for – will review
- d. Virginia Green – Same price as 2020
- e. Peggy Pratt – Need replacement at the same price
- f. County Waste – Reviewing price
- g. Mosquito spray - Spring to October service, adding into the budget
- h. DMA Reserve Study

C. Fencing Projects: Larry Dahn discussed three fencing projects; homeowners recommended adding natural landscaping instead of fencing; Mr. Dahn and Mr. Pratt are meeting with Tru Timber on Friday, 9/25, and all options will be explored at that time; the section at 9439 has a steep drop off and erosion issues, so black aluminum fencing is recommended in that area; the fencing discussion will be postponed until Mr. Dahn gets pricing and then will present that information to the board.

D. For Sale Signs; Directional signage is not allowed; Mr. Dahn and Mr. Pratt will discuss options of placing for sale signs throughout the community and present a solution and procedure to the board.

VIII. NEXT MEETING DATE – Monday, October 19, 2020, at 5:30 pm. Due to Covid 19, location details to be determined.

IX. EXECUTIVE SESSION (if necessary) – N/A

X. RETURN TO OPEN SESSION (if Executive Session)

XI. ADJOURNMENT: Rob Tait moved to adjourn the meeting; Traci seconded; there was no discussion and the motion passed by unanimous vote; the meeting was adjourned at 8:15 pm.

**Maintenance or service requests can be submitted at [www.communitypartnersva.com](http://www.communitypartnersva.com) or sent to Community Administrator Jessica Crump (378-5000x232)–[jcrump@communitypartnersva.com](mailto:jcrump@communitypartnersva.com)**

*Residents are welcome to address the Board during the Owner Comment segment of the meeting. This segment is intended to provide members an opportunity to give input to the Board of Directors. The Board will take any input under advisement but may not respond immediately as they proceed with the planned business of the meeting. The Board reserves the right to limit this section of the meeting to a time they believe is appropriate. Please observe Robert's Rules of Order.*